


## ***REVISION C***

**This OSMA Process is NOT a part of the  
OSMA ISO 9001 Quality Management System**



# **Manage NASA Operation and Engineering Panel (OEP) Review**

  
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Associate Administrator for  
Safety and Mission Assurance

March 31, 2004  
Date

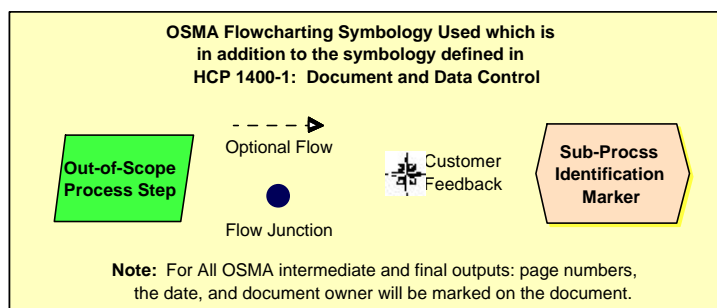
## DOCUMENT HISTORY LOG

Status (Draft/ Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		January 13, 2000	
Revision	A	April 14, 2000	Editorial corrections to Section 5 flowchart, and steps 6.01, 6.05, 6.07 and 6.09. Modifications to step 6.04.
	B	February 1, 2002	Added customer list, customer feedback to sections 5 & 6.08. Editorial corrections to definition in section 3.4, reference in section 4.2, step 6.04. Removed duplicate form from Appendix B.
	C	March 31, 2004	Title of HOWI changed to reflect new name. Editorial and organizational changes to all sections.

OWI Author: QV/Arthur Lee

OSMA Staff Member Responsible for this OWI: Q/Bryan O'Connor

Customers for this HOWI: Internal: AA/SMA & Center SMA Directors  
External: none



## 1. Purpose

The purpose of this Office of Safety and Mission Assurance (OSMA) Headquarters Office Work Instruction (HOWI) is to document a consistent process for developing the Operations and Engineering Panel's (OEP's) reports. These reports are a key process in the maintaining of safe facilities and operations within NASA. This OWI also specifies the Quality Records associated with the process.

OEP is to provide an independent technical engineering and operational review of specifically selected NASA facilities and operations in support of the Office of Mission Assurance (OSMA), the NASA Enterprises, and the NASA Centers, including Component Facilities. OEP reviews and assesses the effects of changes in the NASA facilities engineering and operations infrastructure on the safety and mission success of NASA programs.

## 2. Scope and Applicability

This HOWI applies to the OEP Secretary who participates in the generation of the OEP Reports.

## 3. Definitions

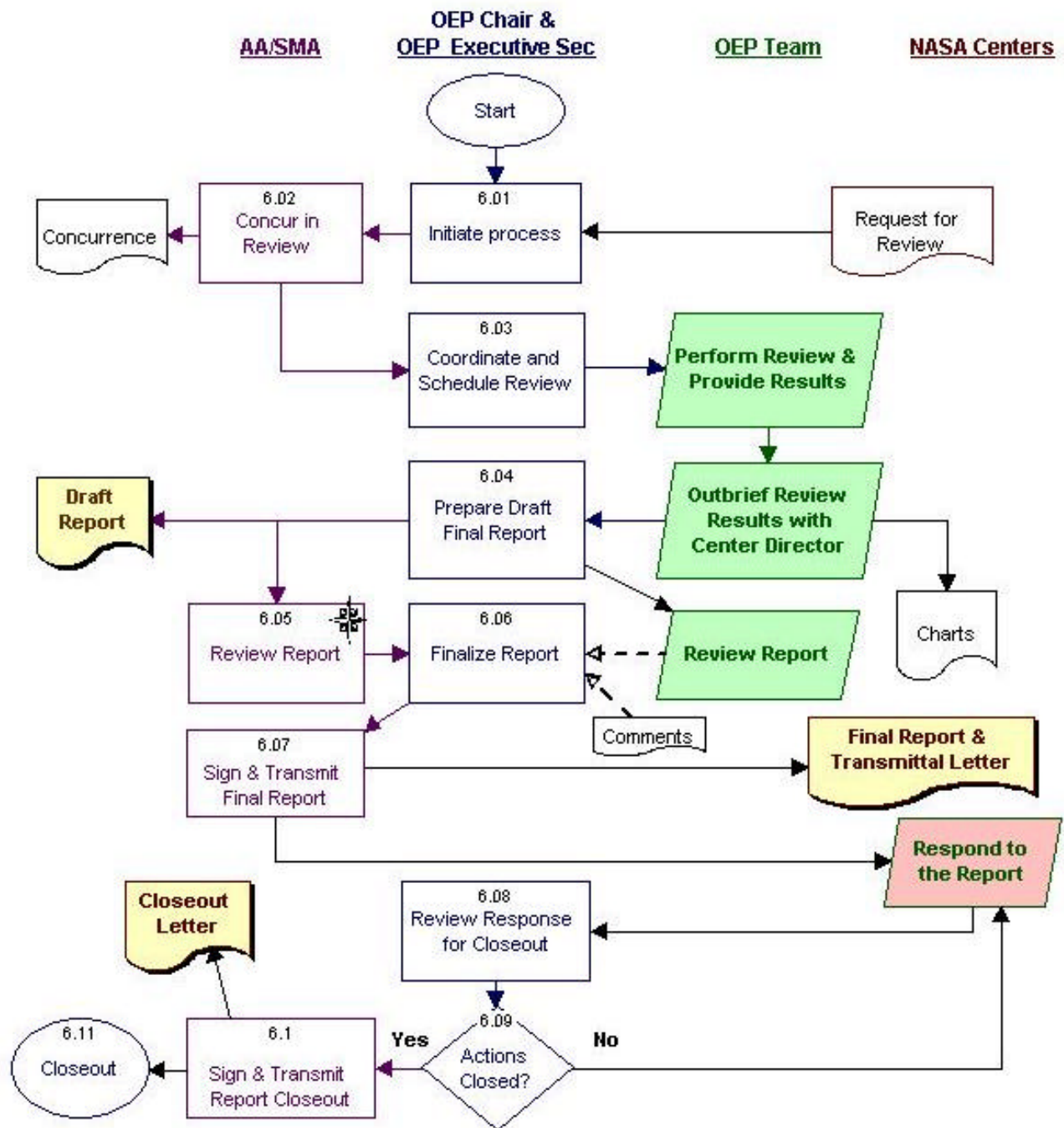
- 3.1. AA: Associate Administrator
- 3.2. AA/SMA: Associate Administrator for Safety and Mission Assurance
- 3.3. ES: Executive Secretary
- 3.4. IPO: Institutional Program Office
- 3.5. OEP: Operations and Engineering Panel, Defined in Reference 4.2.

## 4. Reference Documents

The documents listed in this section are used as reference materials for performing the processes covered by the Quality Management System (QMS). Since all NASA Headquarters Level 1 (QMS Manual) and Level 2 (Headquarters Common Processes) documents are applicable to the QMS, they need not be listed in this Section unless specifically referenced in this OSMA OWI.

- 4.1. [NPD 8700.1: NASA Policy for Safety and Mission Success](#)
- 4.2. [NPR 8715.3, NASA Safety Manual, Appendix K](#)
- 4.3. Public Law 90-67

## 5. Flowchart



## 6. Procedure

### 6.01 OEP Chair and OEP Executive Secretary (ES) Initiate Process:

Requests can come from the AA/SMA, Enterprise AAs, Director, Facilities Engineering Division (Code OJX), Center Director, etc. Once an area of concern is identified, the OEP Chair is notified. The requests for review will vary in formality from verbal to written. Additionally, the OEP Chair may propose reviews to the AA/SMA based on previous and similar reviews. A scope and date for a review is determined.

### 6.02 AA/SMA Concur in Review:

The AA/SMA provides concurrence on the Center's facility to be reviewed or modifies the date proposed.

### 6.03 OEP Chair and OEP Executive Secretary Coordinate and Schedule Review:

Executive Secretary coordinates with the Center to schedule and develop the agenda for the review. Team members are contacted regarding availability and the OEP Chair and Executive Secretary Director provide a written notification to the Team members and the appropriate Center's Facilities and Safety Offices of this review with a CC: to the Center management.

*The OEP Team performs the review and provide a summary of results based on the review.*

*The Center Director and Center senior management staff are provided an outbrief by the OEP Chair and Team Members on the review results.*

### 6.04 OEP Executive Secretary with the OEP Chair Prepare Draft Final Report:

The OEP Chair and Executive Secretary prepare the Draft Final Report from the material developed by the Team. The Draft Final Report is forwarded to the Team members and the AA/SMA for review. Appendices A and B provide samples of the meeting report and requests for action.

### 6.05 AA/SMA, OEP Team Members Review Report:

The AA/SMA and OEP Team Members receive the Final Report from the OEP Chair and Executive Secretary. The report is reviewed for technical accuracy and comments are returned to the OEP Executive Secretary. (Internal Customer Feedback).

### 6.06 OEP Chair and OEP Executive Secretary Finalize Report:

The report is finalized by incorporating comments, signed by the OEP Chair, and reproduced. A cover letter is prepared for the AA/SMA for transmittal.

### 6.07 AA/SMA Sign and Transmit Final Report:

The AA/SMA signs and transmits the Final Report with a cover letter to the Center Director and the Institutional Program Office (IPO) responsible for the Center that was reviewed. The Final Report is filed as a Quality Record.

*The Project Office at the Center will prepare a response to each "Request for Action" in the OEP Report. The response will be forwarded to the OEP Executive Secretary for review.*

6.08 OEP Executive Secretary with the OEP Team Review Response for Closeout

The OEP Executive Secretary will have the OEP Team review the responses from the Centers. If the individual action is closed, then the OEP Chair will sign the action as closed.

6.09 OEP Executive Secretary Actions Closed?

If all of the actions are closed then the OEP Executive Secretary prepares a closeout letter for the AA/SMA to sign. If there are remaining open actions or responses are not adequate to close then the process loops back to waiting for the Center's responses.

6.10 AA/SMA Sign and Transmit Report Closeout:

The AA/SMA signs a letter and sends it to the Center Director stating that all OEP Requests for Action have been closed and the report is being closed out.

6.11 OEP Executive Secretary Closeout:

This Executive Secretary is responsible for retaining all OEP records, files, technical reports, and meeting minutes. This closes out the process.

## 7. Quality Records

Record ID	Owner	Location	Media Electronic /hardcopy	Schedule Number & Item Number	Retention & Disposition
Draft Report	OEP ES	Code QV OEP Files	Hardcopy	Schedule: 1 Item: 14.B.2	Keep until Final Report issued then destroyed
Final Report and Transmittal Letter	OEP ES	Code QV OEP Files	Hardcopy	Schedule: 1 Item: 14.B.1.A	Keep as long as report has reference value then destroyed
Closeout Letter	OEP ES	Code QV OEP Files	Hardcopy	Schedule: 1 Item: 22.A	Retire to FRC when 5 years old in 5 year blocks, then retire to NARA when 10 years old

## Appendix A: Sample Meeting Minutes:

AD60

TO: Distribution  
FROM: Chairperson, Operations and Engineering Panel  
SUBJECT: NASA Operations and Engineering Panel Review at White Sands Test Facility

The NASA Operations and Engineering Panel (OEP) met at White Sands Test Facility (WSTF), Las Cruces, New Mexico during August 19-22, 2003. The purpose was to perform a review of the Hypervelocity Impact Test Facility (HITF). The review is to assure the management, safety, environmental, occupational health and operational issues are being addressed adequately for the HITF and to look for lessons learned which might improve the management and operations of NASA future projects. The OEP team included: Chairman, Peter Allen/MSFC; Ernest Jennings/ARC; Rick Danks/GRC; Stan Wojnar/GSFC; Gene Hubbard/HQ; Dan Hamilton/HQ; Frank Mortelliti/JPL; Beth Fischer/JSC; Hector Delgado/KSC; Dr. Randy Rooker/LaRC; Doug McNair/SSC; Terry Potterton/WFF; and Executive Secretary, Arthur Lee/HQ. In addition, Jon Mullin/HQ; Wayne Frazier/HQ; Guy Camomilli/HQ; and Dennis Davis/MSFC were invited as technical observers to the OEP Review. Enclosure 1 is the agenda for the review. Enclosure 2 is the list of attendees.

Steve Nunez, WSTF Resident Manager, along with David Baker, Project Manager for HITF, welcomed the OEP members and briefly provided an overview of HITF. Case Van Dyke, HTSI Safety Manager, showed a brief video of safety precautions utilized at the HITF.

Pete Allen, OEP Chairman, introduced the OEP members to the HITF Team for the review of the Hypervelocity Impact Test Facility and provided a discussion of the OEP objectives and procedures for the HITF review. The OEP was to provide an independent review of the facility system safety, facility operations and maintenance, fire protection, emergency preparedness, occupational health and safety, and environmental compliance in support of the Office of Safety and Mission Assurance (OSMA), Institutional Program Offices (IPOs), and Center Director to ensure the Safety, Reliability, Maintainability and Quality (SRM&Q) of the HITF at White Sands Test Facility. Also, the OEP was to look for lessons learned that might improve management and operations, both at WSTF and other NASA Installations. The main focus for this review was to ensure the safety of the facilities and its operations.

Barry Plante/WSTF - Chief/Engineering Office, provided an insight of how Johnson Space Center (JSC) interfaces with White Sands Test Facility on the contracted operations. The WSTF Resident Manager reports directly to the JSC Center Director and serves as the senior JSC official interfacing with State and local governments. WSTF is required to comply with all JSC directives.

The subject areas presented during the review included the description and history of the HITF and its capabilities, facility background, facilities operations and maintenance, facilities safety and occupational health, critical operations, quality and product assurance, fire protection, security, emergency preparedness, configuration management and control, training and certification, environmental compliance, and energy conservation. The HITF Project Team provided formal tours of the HITF facilities and its operations to the OEP members for familiarization.



Based on the review of the Hypervelocity Impact Test Facility, twenty-nine specific "Request For Action" (RFA) items were presented by the OEP to the HITF Project Team with an additional thirty OEP observations for WSTF to consider and thirteen commendations.

Areas of concern include:

1. WSTF needs to establish a ....
2. Oxygen (O<sub>2</sub>) monitors need to be ....
3. ...

Observations made by the OEP include:

1. Times have changed since the 9/11 incident, where accountability ....
2. There is a potential problem where an eyewash station ...
3. ...

Based on the OEP Review and tour of the HITF facilities and operations, the OEP complimented WSTF for the excellent team of experts they have managing and operating the HITF Program Operations. The WSTF Project Manager has a wealth of technical history and program traceability for the HITF. The WSTF team provided a very thorough documentation package of the HITF to the Panel. The Resident Manager at WSTF has a very good knowledge for the management of WSTF and demonstrated strong leadership for both NASA and the contractor. The overall HITF Operational Safety Program continues to be a model program for the Office of Space Flight (OSF) where employee involvement is evident throughout the facilities as the HITF Team works towards a goal of a "One NASA" Team. JSC/WSTF should be proud of the Management and Staff of the HITF Program, the operations and maintenance team, and the extraordinary facilities these people make a reality.

Enclosure 3 is the official copy of the total RFA's for the Hypervelocity Impact Test Facility at WSTF. Draft copies of the RFA's were provided to the HITF Project Team at the end of the OEP Review. The HITF Project Team was requested to provide responses for the RFA's to the OEP by January 30, 2004.

After completion of the OEP Review, a separate debriefing of the OEP results was presented to Mike Kirsch/NASA Deputy Resident Manager at WSTF and Jerry Holsumback/JSC - Deputy Director, SMA, on August 22, 2003. Jim Lloyd/Deputy Associate Administrator (AA) for OSMA and Bill Ready/AA for the Office of Space Flight participated in the debriefing via teleconference. After the debriefing, WSTF senior management acknowledged the OEP's issues and concerns that were presented from the RFAs for the HITF Operations and complimented the OEP members for their review (both technical and programmatic).

The next OEP visit is tentatively scheduled for February 24 - 27, 2004 for reviewing E-Test Complex at Stennis Space Center, Bay St. Louis, Mississippi. Future OEB Reviews that are being planned include: Jet Propulsion Laboratory, Pasadena, California (TBD), Kennedy Space Center, Florida (TBD), and Goddard Space Flight Center, Greenbelt, Maryland (TBD).

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Pete Allen, Chairperson

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Arthur Lee, Executive Secretary

Enclosures (3)



DISTRIBUTION:

JE/R. Wickman  
JX/E. Hubbard  
M-4/D. Hamilton  
QS/J. Mullin  
QS/W. Frazier  
QV/A. Lee  
RT/R. Dilustro  
SZ/G. Albright  
YF/L. Schuster  
ARC/213-8/E. Jennings  
DFRC/FM/G. Spencer  
GRC/21-2/R. Danks  
GSFC/500/M. Brown  
    540/S. Wojnar  
JPL/156-225/F. Mortelliti  
JSC/JC/B. Fischer  
KSC/QA-C/H. Delgado  
    /AM/G. Camomilli  
LaRC/436/R. Rooker  
MSFC/AD-60/P. Allen  
    /QS-50/D. Davis  
SSC/RA-10/K. Miller  
    RA-10/D. McNair  
WFF/803/T. Potterton  
WSTF/NS3/D. Loyd  
    RC/B. Plante  
    RF/H. Johnson  
    RF/D. Baker

bcc:

Q/B. O' Connor  
Q/J. Lloyd  
QE/P. Rutledge  
QS/M. Stamatelatos  
QV/S. Newman

## Appendix B: Sample Request for Action:

NASA OPERATIONS & ENGINEERING PANEL	
<b>REQUEST FOR ACTION</b>	
FACILITY: GSFC Facilities O&M	LOCATION: GSFC
REVIEW DATE: July 27, 1999	ACTION ITEM NUMBER: GFOMA-29
<b>8. SUBMITTED BY: Pete Allen/MSFC</b>	
ACTION REQUESTED: <input checked="" type="checkbox"/> OBSERVATION: <input type="checkbox"/> COMMENDATION: <input type="checkbox"/>	
Recommend that GSFC move toward a common work control system (including statusing). Combine Work Request System (WRS) and MAXIMO (recommend move toward MAXIMO for consistency with other NASA Centers).	
REASON/JUSTIFICATION:  It will provide more efficient and better reporting capabilities.	
ASSIGNED TO:	RESPOND BY:
PROJECT RESPONSE AND/OR ACTION PLAN:  <div style="text-align: right;">_____ Project Manager</div>	
DISPOSITION:	ACTION CLOSED: [ ] YES [ ]
_____ Submitter	_____ Chairman, Operations & Engineering Panel
Date	

Please Return Form To:     Arthur Lee, OEP Executive Secretary  
                                      NASA Headquarters  
                                      Code QV  
                                      300 E Street, SW  
                                      Washington, D.C. 20546

To the Reviewed Project:

Please fill in the following sections:

Assigned to, Project Response, Project Managers Signature and send the signed original to the above address.

To the Submitter:

Please review the Project Response:

If the response adequately resolves the issue, check the "yes" block for Action Closed, under "Disposition" and provide signature.

If the response is not adequate, work with the Project Manager to resolve the issue. If agreement is not reached, refer the issue to the OEP Chairman for resolution.

To the OEP Chairman:

Please confirm that the actions are acceptable and sign under "Disposition" to complete the closed action.

Provide the completed form to the OEP Executive Secretary for filing.